

**WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES**  
**Division of Health Care Financing**  
**1 W. Wilson St.**  
**Madison WI 53702**

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To: FoodShare Wisconsin Handbook Holders

From: Cheryl McIlquham, Director  
Bureau of Health Care Eligibility

Re: **FS Handbook Release 05-01**

Release Date: 03-01-05

Effective Date: 03-01-05

**EFFECTIVE  
DATE**

The following policy additions or changes are effective 03-01-05, unless otherwise noted. **Bold text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

**UPDATED  
SECTIONS  
OVERVIEW**

The following sections were edited in this release: 1.1.2, 1.1.4, 1.2.4.4, 1.2.4.5, 1.4.2.7, 2.1.4.3, 3.19.1, 4.3.2.1, 4.3.4.1, 4.6.7.1, 5.1.1 and chapter 8. Duplicated text was removed from the handbook and the chapters where the text can be found is indicate below.

**POLICY  
CHANGES**  
**1.1.2**

**A link was added to the** FS Eligible Foods Document , provided by the Food and Nutrition Service lists many of those questionable items that can purchased with FoodShare Benefits.

**1.1.4**

~~Most, if not all, FS groups are categorically eligible. Categorically eligible groups are made up of all SSI recipients, or groups that include at least one individual receiving or authorized to receive a TANF funded service or benefit.~~

~~Financial Eligibility-~~

~~If a group has too many assets or too much income, it may be ineligible.~~

~~Assets-~~

~~Categorically eligible FS groups do not have to pass this test.~~

~~Add all the non-categorically eligible food unit's countable assets. Some examples are cash, checking, and savings. Do not include assets of SSI and TANF recipients.~~

~~Asset Test~~

~~Take the total assets and compare it to the asset limit. Determine if any members divested a countable asset to become eligible.~~

**1.2.4.4**

~~Therefore all FS applicants and recipients are categorically eligible for FS (4.2.1).~~

**1.2.4.5**

**At review ensure that there is up-to-date documentation in the file to support current CARES entries.**

**1.2.4.7**

Verify continuing monthly expenses for food unit members to maintain occupancy of the

current residence. Some examples of these expenses are rent, mortgage, condo and association fees, property taxes, assessments, and homeowner's insurance **and current rent statement, mortgage statement, lease agreement, etc. Current means the lease/rental**

agreement/mortgage etc. period includes the review month.

**Verify utility expenses to determine if the food unit qualifies for a utility standard.**

**2.1.4.3.**

Migrants are eligible for priority service if:

1. Income is less than \$150 gross, **and**
2. ~~Available assets are less than \$100.~~
2. **Available assets are \$100 or less.**

Migrants can be considered as "destitute" if they meet all three of the following:

1. ~~Assets are less than \$100,~~
1. **Assets are \$100 or less,**
2. The only income received by the food unit prior to the application filing date was from terminated source, **and**
3. The household does not expect to receive more than \$25 from a new source within 10 calendar days from the date of application.

**3.19.1**

For FS eligibility purposes, a drug felon is a person who is convicted of a felony in a state or federal court involving the possession, use or distribution of a controlled substance ~~after August 22, 1996 and~~ within the last 5 years. Convicted drug felons must have a negative drug test result (pass) to become eligible for FS. Drug felons that have a positive drug test result (fail) will be sanctioned.

**4.2.1**

~~TANF or SSI recipients sanctioned for IPV or Drug Felony maintain individual categorical eligibility for assets only. Assets are excluded and not deemed. Income continues to be deemed.~~

**4.3.2.1**

**Moved from 8.3.9**

If the earnings received by the migrant worker are from employment other than agricultural income, it will be budgeted in the normal procedure on AFEI. Normal procedures are also used for all unearned income and assets.

**4.3.2.2**

**"Disregard" means "do not count." When you are calculating the total amount of income a person has received, you should exempt or exclude any of the following kinds of income:**

**4.3.4.1**

**Moved from 8.3.7 and 8.3.8**

Such expenses are verified at application, review, and change. Be sure to document your actions in case comments.

13. Child Support (CS) and maintenance payments made directly to the food unit, or passed through to the FS group by a CS agency, whether court ordered or voluntary. However, CS paid to a custodial parent that resides with the non-custodial parent and the child(ren) for whom the CS is paid is not counted as income. Disregard CS payments received directly from an absent parent by a food unit if the money is turned over to the CS agency. Disregard CS payments retained by a CS agency.

**#18 Include stipends that are part of a financial aid package and are intended as a reimbursement for living expensed.**

**4.4.1**

The following sections were deleted from the handbook:

- 4.4.1.1 Jointly Owned by Different Food Units
- 4.4.1.2 Jointly Owned by Same Food Unit
- 4.4.1.3 Disregarded Assets
- 4.4.1.4 Liquid Assets
- 4.4.1.5 Divestment

**( 4.4.1.3 policy regarding Student Financial Aid has been moved to 4.3.4.2 Disregarded Unearned Income)**

**4.6.7.1**

Do not count as shelter or utility expenses such surcharges as pet expenses, extra garage

rentals, or air conditioning surcharges. The monthly amount of rent should be taken into consideration each month when the shelter deduction is determined without regard to when the rent is actually paid. **Only allow current monthly expenses. DO NOT include arrearages.**

**If anyone in the household shares the shelter cost with the FS group, create a separate shelter screen for each contributor, using the correct obligation amount for which each contributor is responsible**

4.7.2 Asset information was removed.

4.7.2.2 Example was moved to 8.3.15

5.1.1 **The following text was removed from 5.1.1 and added to 8.3.13**

~~Use the override code on AGOE to end the TFS and determine any overpayments based on the FoodShare reduced reporting requirements.~~

7.1.1.1 **Ongoing auxiliary amounts of \$1, \$3, and \$5 will continue to be rounded up to \$2, \$4, and \$6.**

8.3.1 **Information can be found in 3.3.1.1**

~~A food unit is a group of persons who:~~

- ~~1. Live in the same household, **and**~~
- ~~2. Share in the cost of purchasing food, **and/or**~~
- ~~3. Prepare food together, **and/or**~~
- ~~4. Eat together.~~

**Information can be found in 3.3.1.2**

~~The FoodShare unit must include the following even if they claim to purchase, prepare, and eat meals separately:~~

- ~~1. Spouses and spouses-~~
- ~~2. Parents and children-~~
- ~~3. Adults and minors over whom they are exercising parental control.~~
- ~~4. Adult children under 22 years and parents-~~

8.3.1.2 **Categorically eligible groups are groups in which any members have been determined to be eligible for OR are receiving benefits from: Caretaker Supplement payments (CTS), Kinship Care, W-2 Wisconsin Works Employment Positions, W-2 Trial Jobs, W-2 Case Management (all), CMC (caring for a child under 12 weeks old), Child Care Assistance, Job Access Loans, Children First, Tribal TANF, Workforce Attachment and Advancement (WAA) or Welfare to Work (WtW). No asset test, gross income test, or net income tests are applied. CARES continues to test eligibility even when/if the allotment is zero. Receipt of TANF funds **Authorization to receive a TANF funded service** by any group member makes the entire FS AG categorically eligible. Enter this information on CARES screen ANBC. **CARES automatically defaults the ANBC to BB.****

Exceptions: **The individual is still eligible to receive a TANF funded service, JobNET, which continues to waive the asset test. Resources are excluded and not deemed. Income continues to be deemed.**

~~Also, TANF or SSI recipients sanctioned for IPV or Drug Felony maintain individual categorical eligibility for resources only.~~

~~CARES has been updated to automatically confer categorical eligibility for AGs that are eligible for W-2, CC, or Kinship Care as long as no food unit member is being sanctioned for IPV, FSET, or drug felony sanctions. The "TANF" switch on ANBC is still a valid way of ensuring categorical eligibility for other TANF types of assistance not issued in CARES (e.g. WtW, WAA). If all members receive SSI (unless a non-qualifying alien), then the entire FS group is categorically eligible. For SSI recipients, individual categorical eligibility is still determined in-~~

~~CARES. If some members receive SSI while others don't, then the group would be a mixed categorically eligible group. See below.~~

- ~~2. **Mixed Categorically** eligible groups consist of categorical and non-categorically eligible members. Assets of persons eligible for or receiving SSI may be disregarded (see 4.2.1). An example of a mixed categorically eligible group would be one with a member on SSI and another who receives no other form of assistance.~~
- ~~3. **Standard** FS groups are not categorically or mixed categorically eligible. These groups must pass all regular financial tests.~~

**ANBC - The TANF RECV field on ANBC will default to <Y> for all FS cases based on the following criteria:**

- **Total gross income is at or below 200% of the FPLs;**
- **No food unit members are sanctioned due to an IPV; and**
- **No food unit members are sanctioned due to a felony drug conviction.**

*The FS Disability field and/or the "has individual been established disabled by DDB?" field determines whether or not medical expenses count in the FS budget. To count, the expenses must be an obligation of the individual. These expenses can be entered on AFMD, AFMC (AFMI), or AFME. This also determines whether or not the deduction for shelter is capped at the ~~\$340.00~~ **\$388** maximum and also if the gross income test must be met. Both fields give these exemptions.*

### 8.3.2

#### **Information can be found in 2.1.4.1**

##### Eligibility

~~Priority service and expedited issuance are designed to get the initial FS allotment to the FS group within 7 calendar days from the date of application.~~

~~A FS group may be eligible for priority service and expedited issuance if:~~

- ~~1. Its total monthly gross income and available liquid assets are less than the monthly costs for utilities and rent or mortgage; or~~
- ~~2. Its gross monthly income is less than \$150, and they have \$100 or less in available liquid assets; or~~
- ~~3. Its household includes a migrant seasonal farm worker; the available liquid assets are less than \$100; the source of income is from a terminated source, and the household doesn't expect to receive more than \$25 from a new source in the next 10 days.~~

### 8.3.3

All previous policy information was deleted. Chapter now read as:

**Assets are not included as part of the FS FoodShare eligibility determination and are not required to be verified since all FS applicants and recipients are authorized to receive a TANF-funded JobNet service.**

**Workers should not request a FS food unit's asset information.**

**The following text will appear on approval and change notices generated by CARES for new FS applications and current recipients: "Wisconsin JobNet is available to you. JobNet is the single largest source of job openings in Wisconsin. You can access JobNet via the internet at <http://www.dwd.state.wi.us/jobnet/mapWI.htm> on touch screen monitors at your local Job Center. To locate the Job Center nearest you call 1-888-258-9966."**

### 8.3.4.1

A link was changed from Student Eligibility (3.15.1) to Disregard Income (4.3.2.2). Additional clarification was made to this section.

### 8.3.4.2

The general Income Maintenance verification rules 1 through 5 were removed. **This information can be found at 1.2.1.1**

As in all cases, instruct the client to keep all statements and check stubs for future verification purposes. ~~These items of verification should be kept in the new FoodShare folders and brought~~

~~in for each review as instructed on the inside of the folders.~~

#### 8.3.4.4

~~**NOTE:** A new earned income verification code (LT) must be used to indicate if a worker used the last 30 days of earnings to determine the prospective earned income estimate.~~

##### New AFWG Screen

AFWG ~~will replace~~ AFDE for any new employment sequences entered on AFEI on or after June 23, 2003. When a new AFEI sequence is created, the worker ~~will be~~ **is** required to enter the payment details on AFWG. AFWG will be displayed when PF20 is entered. Current valid employment sequences recorded on AFEI will continue to have an AFDE screen attached to record and display wage details. **At time of recertification or SMRF processing, any remaining AFDE screens should be converted to AFWG.**

**Reminder: the pay frequency entered on AFEI affects the conversion on the detail screen AFWG.**

**AFWG multiplies rate of pay x average hours per pay period by:**  
**2 for semi-monthly income (paid 2 times per month)**  
**2.15 for bi-weekly income (paid every 2 weeks)**  
**4.3 for weekly income (paid each week)**

##### Reference Table Change

~~A new r~~ Reference table TPYT ~~has been created to show~~ the new payment type codes for different types of employment payment methods. The worker enters the type that best matches the payment method used by the customer's employer. The table also notes if hours and rate of pay need to be entered for the specific payment type code.

##### New Verification Code "LT"

~~A new v~~ Verification code "LT" (Last 30 Days) ~~has been developed and~~ should be used to show that the worker used the income and hours from the last 30 days pay stubs to verify the wage information entered on screen AFWG.

#### 8.3.4.6

FS Households with ~~6~~ **12** month certification periods will only be required to report if their total monthly gross household income exceeds 130% of the federal poverty level.

~~All FS households will be certified for 6 months except households where all food unit members are elderly, blind, or disabled (EBD) and have no reported earnings. These EBD households will continue to be certified for 12 months. Their reporting requirements have not changed.~~

##### Information can be found under 6.1.1.1

~~**NOTE:** Change reporting requirements remain unchanged for households certified for 12 months, with one difference. Changes in total monthly unearned income (other than child support) of more than \$50 are required to be reported. Previously this threshold was \$25.~~

~~EBD households with earnings are currently also certified for 12 months. These households will now be certified for 6 months at the time of the next review if earnings continue to be reported.~~

##### Categorically Eligible FS Households

Households that are determined to be categorically eligible for FS are not required to pass a gross income test and may already have reported and verified income that exceeds 130% FPL. These households have no further reporting requirements for FS during the remainder of the FS certification period.

**Example 7:** Pam receives FS and Child Care (CC) Assistance for herself and her 2 children. Since she is eligible for CC, her household is categorically eligible for FS. At her review, Pam reports and verifies her total monthly gross income which exceeds 130% FPL. Pam also has high shelter expenses, so she does receive a FS allotment for herself and her children. Pam has no change reporting requirements during her FS certification period based on the new policy but Pam is still required to report changes for CC and any changes that she does report during the certification period must be acted on promptly by the FS worker.

## 8.3.4.7

Somewhere in the record, a copy of your earned income calculation and the logic behind it ~~needs to~~ **must** be recorded.

(AFDE) was replaced with (AFWG)

## 8.3.5

**Information can be found in 4.4.1.3****Assets**

~~Exclude business assets only if they are directly related and essential to producing goods or services.~~

**Information can be found in 4.3.3.7.1****Deductions**

~~Shelter and utility expenses used as a business deduction for tax purposes cannot also be used as deductions for FS purposes. If a portion of the shelter and utility expenses are used as a deduction for tax purposes, the remainder can be used as an FS shelter and utility deduction. Fully document the portion of shelter cost used as a business expense deduction vs. a household shelter deduction.~~

**Information can be found in 4.3.3.6.3****IRS tax forms vs. SEIRFS**

~~Use IRS tax forms to average income only if:~~

- ~~1. The business was in operation at least 1 full month in the previous year,~~
- ~~2. The business has been in operation 6 or more months at the time of application, and~~
- ~~3. The person doesn't claim a change in circumstances since the previous year.~~

~~If all of the above conditions are not met, use SEIRFs to calculate the anticipated earnings.~~

**Information can be found at 4.3.3.7****To anticipate earnings**

~~If all 3 of the above criteria are not met, determine and budget anticipated earnings using SEIRFs. The customer must complete SEIRFs for the months the business was in operation.~~

- ~~1. If the business has been in operation for 6 months or more, calculate the monthly average using SEIRFs for each of the past 6 months.~~
- ~~2. If the business has been in operation for less than 1 month, the customer must estimate his/her income and expenses for 2 months using SEIRFs. Base the initial calculation on an average of those 2 anticipated months' income. The customer will then submit a new SEIRF Self-employment Income Report Form each month for a 6 month period. Each month a SEIRF is submitted, recalculate the average.~~
- ~~3. If the business has been in operation for more than 1 month, but less than 6, determine the initial anticipated income using SEIRFs for the months the business has been in operation to calculate the average. The customer will then submit a new SEIRF each month until a 6-month period has been reported. Each month a SEIRF is submitted, recalculate the average.~~

**To anticipate earnings**

A link to Anticipated Earnings was added. **(4.3.3.7)**

## 8.3.6

**Information can be found in 4.3.4.1**

~~SSI-E payments are to be counted as unearned income; however, certain verified expenses may be deducted if they meet all of the following criteria:~~

- ~~1. The payment is a reimbursement for a past or future expense,~~
- ~~2. The payment is not in excess of the actual expense,~~
- ~~3. The payment is not for a normal household expense, and~~
- ~~4. The payment is used for its intended purpose.~~

Information added to 4.3.4.1 under list of criteria

~~Such expenses are verified at application, review, and change. Be sure to document your actions in case comments.~~

## 8.3.7

Information can be found in 4.3.4.1 (#13)

~~Child Support and Family Support must be prorated among the members covered by the court order. This means that Family Support proration probably include the custodial parent. Child support is prorated for only the children covered by the court order. Maintenance is budgeted for the person actually receiving it.~~

~~The most up-to-date information about Child Support, Family Support, and Maintenance can be accessed through the KIDS system.~~

## KIDS BASICS

This section has suggested methods for finding information in KIDS. It is not the only way to find this information - please consult the "KIDS Basics for ~~Income Maintenance~~ **Eligibility Workers**" (to obtain a copy, ask your CARES Coordinator or Policy Coordinator to contact the DWS Training Section.)

## 8.3.8

## SHELTER EXPENSES: AFSC

Information can be found in 4.6.7.1

~~Budget the group's monthly shelter expense obligation prospectively in the FoodShare benefit calculation.~~

~~If anyone in the household shares the shelter cost with the FS group, create a separate shelter screen for each contributor, using the correct obligation amount for which each contributor is responsible~~

## UTILITY EXPENSES: AFUC

~~Only standard utility allowances are allowed as of 10/01/02. Actual utilities may no longer be budgeted. (4.6.7.3)~~

~~Points to remember:~~

- ~~1. Allow an expense the FS group is obligated to pay even if the bill is in someone else's name due to past credit problems. Only allow current monthly expenses. DO NOT include arrearages.~~

~~If a FS group is obligated to pay for heat you will need to answer "Y" for "Billed for Expense?" as well as "Used for heating?" on AFUC so that CARES will allow the HSUA. You must also have a "Y" on AFTQ to indicate this case has chosen the SUA.~~

- ~~2. If the FS group received LIHEAP at their current address for the current or previous heating season, allow the SUA, even if heat is included in the rent expense. (4.6.7.4) This will be coded on AFTQ.~~

~~Any cases that are run for FS eligibility after September 13, 2002 will have the new SUA policy applied effective October 1. The new policy will be applied the next time eligibility is run, or at the next re-certification (review). Review each case for accuracy when processing with the new policy.~~

~~On screen AFUC, a "Y" entered in the "Used For Heating " field for any utility type, will entitle the FS participant to the HSUA. This includes households currently claiming "actual" expenses.~~

~~On screen AFTQ, if anyone in the Food Unit receives LIHEAP a "yes" should be entered in the LIHEAP field to impose the HSUA. **The second question**, "Does your HH elect to use the Standard Utility Allowance" field **is no longer an option**. , will no longer be considered to allow the HSUA.~~

## STANDARD UTILITY ALLOWANCE (SUA): AFTQ

If the FS group has a utility expense, a utility allowance **will be assigned**. ~~is mandated.~~ AFTQ ~~MUST be answered "Y" in order to allow the standard utility allowance.~~ The response to "used for heating" on AFUC determines which standard is allowed by CARES in the FS allotment determination.

#### **Information can be found in 4.6.7.4**

~~If the FS group received LIHEAP at their current residence for the current or previous heating season, allow the HSUA even if the heat is included in the rent expense. AFTQ must be answered "Y" for "Does anyone in your household currently receive a LIHEAP payment?" in order to receive the HSUA.~~

~~Shelter / Utility Add-ons (Pets, Garages, etc.):~~

~~The amount of rent which a household must pay to occupy an apartment or house is an allowable shelter expense. If the landlord rents an apartment or house, charges a set amount for rent and also charges other additional amounts, the additional amounts are not allowable as shelter expenses if they are not required for the household to rent the apartment or house.~~

#### **Information can be found in 4.6.7.1**

~~Therefore, the additional rental payment for having a pet, garage, or air conditioning surcharge is budgeted only if it is considered an additional fee which is not (cannot be) removed from the rent figure. See 4.6.1 Deductions and Expenses.~~

#### **Information can be found in 4.6.6**

##### **DEPENDENT CARE EXPENSES: AFDC**

~~Dependent Care is allowed when the care is needed to:~~

- ~~1. obtain or keep employment;~~
- ~~2. obtain training or education preparatory for employment; or~~
- ~~3. Allow any verified cost incurred by the FS group.~~

##### **MEDICAL EXPENSES: AFME**

~~The link to Deductions (8.1.5) was change to Medical Expenses (4.6.4).~~

#### **Information can be found in 4.6.5.1**

~~Deduct court ordered child support paid by FS households to non-household members. Allowable child support payments include:~~

~~Deduct court ordered child support paid by FS households to non-household members. Allowable child support payments include:~~

- ~~1. All child support payments actually paid by eligible members including:
  - ~~a) Arrearages~~
  - ~~b) Legally obligated payments on behalf of the non-household member (such as rent or child care), and~~
  - ~~c) Legally obligated payments for health insurance.~~~~
- ~~2. A prorated share of child support paid by ineligible members (4.7.5.3)~~

#### **Information can be found in 4.6.5.2**

~~Do not allow a deduction for:~~

- ~~1. Maintenance or~~
- ~~2. Payments made on behalf of a property settlement.~~
- ~~3.~~

~~If you are unable to determine which part of a family support payment is child support, prorate the payment among the recipients and exclude the ex-spouse's share as a deduction.~~

**Best Practices:** ~~Since child support amounts and payment dates frequently fluctuate, a best practice is to determine the deduction amount by either the average child support:~~

- ~~1. \_\_\_\_\_ paid in the previous 6 months, or~~



2. ~~\_\_\_\_\_ paid during the certification period, based on a record of payment.~~

**8.3.9** Removed all policy except for "Budgeting Income". This information can be found in other sections of the FS handbook.

2. PF20 to ~~AFDE~~ **AFWG**. Enter "0" for amount of income on this page and under comments enter "See AFUI."

**Definition can be found in 1.1.4**

**Shelter and Utilities can be found in 4.6.7.5**

**Issuing Benefits can be found in 7.1.1.2**

**8.3.10** **Request For Contact CARES Procedures**

A ~~new~~ field, "Loss of Contact" (Y/N/?) ~~will be~~ was added to ACCH. This ~~new~~ field will default to N (no).

**8.3.11** **New DXRC Screen (Data Exchange Response List by Case)**

This ~~new~~ screen ~~will be~~ is scheduled in the review driver or can be trained to directly. It is scheduled after screen ANRQ. All outstanding dispositions for all individuals in a case are displayed on DXRC.

~~The DXRL functionality remains the same.~~ You can get back to DXRC by pressing PF20. At any time during processing if you want to get back to DXRC, but have lost the CARES case number in the parm, tran back to DXRL with the SSN and then you can PF20 to DXRC.

**Other DX Enhancements**

1. SWICA Match Criteria Change

~~New — The match criteria for SWICA has been changed to provide more accurate quarterly wage match discrepancy information. The quarterly wage matches are will be to be verified/completed only for individuals who are active in CARES for all 3 of the calendar months in the quarter. This is being done to reduce workload by providing matches only in situations where worker follow-up would be most beneficial for program integrity.~~

~~New~~ **The** match criteria allows a \$300 tolerance level per individual per quarter. The match assesses whether the amount entered in CARES is greater or less than the amount reported by the employer. This change increases the accuracy of the match information and the creation of DX discrepancy. Eligibility workers will still have the ability to query quarterly wage information for any applicant or recipient, however many inappropriate dispositions will ~~no longer~~ **not** be created.

2. DXNH (New Hire)

~~New — Beginning April 2003, these New hire matches will run weekly. Friday, April 4th will be the first weekly match for new hires. This will not increase the total number of matches that a worker receives, since. The matches are will be spread out over the entire month, however so the information will be is more current and meaningful.~~

NOTE: These matches can be reduced by entering the FEIN for an employer on CARES screen AFEI when a recipient reports new employment. The FEIN can be found on DXQE, accessed from DXQW **or through AQEF in CARES. Screen AQEC is accessible by training to the screen directly or by entering a # in the FEIN field on AFEI. When entering new employer information of AFEI the worker should use AQEF to query, find and enter the FEIN for the customer's employer.**

3. DXUC (Unemployment Insurance)

~~New — The new This process will provides~~ alerts to eligibility workers when the unemployment insurance income amount that has been entered in CARES is greater or less than the amount reported by the Division of Unemployment Insurance (DUI). Eligibility workers ~~will~~ receive alerts when dispositions have been created due to discrepancies in the income amounts. The tolerance level ~~has been increased to~~ is \$100 a month.

For the UCB match, ~~the new alerts generated are~~ alert 345 **is generated** to the primary worker

of the case and alert 346 ~~is the will be~~ an informational alert generated to the secondary worker.

For Internet UCB the ~~new~~ alert for the primary worker is 342. The ~~new~~ informational alert for the secondary worker is 343.

#### 4. SSWS (SSN Mismatch)

~~New~~— A disposition will no longer be generated for these mismatches. ~~All~~ **Any** outstanding SSWS dispositions will be updated to NA status ~~as of on 3/21/03~~.

### 8.3.12

#### Information can be found in 6.1.1

~~Change reporting policy depends on the type of assistance group. There are two:~~

- ~~1. EBD AGs with no earnings, or~~
- ~~2. All other AGs~~

~~See 6.1.1 for policy on Change Reporting.~~

Examples 2, 4, 5 and 6 were removed and can be found in 6.1.3.2

If verifications are not received within 10 days, and the FS case is not closed for at least one day, make the change effective the first of the month following the month verifications are received. **(See 6.1.3.2)**

Reviews completed for other assistance programs ~~will~~ no longer automatically count as a review for FS and will not change the FS certification period.

In addition to the ~~new~~ question on ANRQ, CARES ~~will new~~ tracks types of FS assistance groups to determine the length of the certification period and appropriate Interim Reporting Requirements.

Removed the "I" in SMRF on the Change Impact Matrix

#### **Added Foodshare Six Month Reporting - SMRF Processing Desk Aid.**

### 8.3.13

#### **W-2 and TFS**

Eligibility for TFS benefits ~~will be~~ **is** determined by CARES at Adverse Action (AA) in the month the last W-2 payment is issued. ~~, if the FS case is open in the benefit determination month and the month the last W-2 payment is issued. The TFS benefit amount will be calculated using the income, expenses and household size from the FS budget for the month prior to the last month a W-2 cash payment is received. If the household receives a W-2 payment for only one month, CARES will look at the month prior and use the budget and household situation without subtracting TANF since it was not in the budget during the benefit determination month.~~

**If ending TFS benefits which were started incorrectly, use the override code 547 on AGOE to end TFS. Determine overpayments based on the FoodShare reduced reporting requirements.**

#### Information can be found in 5.1.1.4

~~If a TFS household moves into a household with individuals that are required to be included in the same food unit, the newly configured household must decide whether to:~~

- ~~1. Add the new members on to the TFS case (the TFS benefit amount is frozen and will not increase if new members are added to the group), or~~
- ~~2. Reapply for FS with the new members and close the TFS case, or~~
- ~~3. Add them to an already open FS case, if one exists, and close the TFS case.~~

Removed Example 1

### 8.3.15

A new chapter was added – Deeming Process. This information was inadvertently omitted from the last release. References to assets was removed form this section.